

ATD CORE Team meeting
Wednesday, February 12, 2014 (1-2 p.m.)

Present: Maryrose Eannace, Jennifer DeWeerth, Stephanie Verostek, Emily Hantsch, Jim Maio, Joe Woodrow, Stephanie Reynolds, Maria Ramos, Matt Snyder, Janice Lester Bell, Kim Overrocker, Paul Katchmar, Mark Radlowski, Jill Heintz, Russ Davis

Stephanie Reynolds began the meeting by providing clarification on Jill's role on the CORE Team. She will serve as a tri-chair and team membership should always include Jill, Maria and Stephanie on correspondence. Please do the same with Mark if it is data related.

Stephanie also introduced Russ Davis to the group and shared that he will be providing writing support throughout the process.

Ground Rules

The group discussed ground rules and agreed on the following:

- Punctuality – begin and end on time.
- Mutual respect – allow others to have the floor and refrain from “cutting them off”
- Safe environment for conversation with no consequences or hard feelings
- Decision making – group discussed traditional voting methods and determined we would let this develop as we get further into the process.
- Present a united front – have candid conversations inside meetings and once a team decision/recommendation is reached, present it in consistent manner with the rest of the team and College community.
- Meeting prep. - come fully prepared to engage in the meeting and bring all attachments that have been sent that will be discussed as outlined on the agenda.

Team Charter

- Jill reviewed charter updates.
- Group discussed Paul's recommendation to add something about decisions and the impact to the College (financial, personnel).
- We will revisit the Charter at the 3/3 meeting. Steph, Mark and Maria may learn more at the DREAM conference in Florida later this month that will inform Charter revisions.

Readiness Assessment

- Maria distributed and reviewed the first-steps of the process for the preparation of the Readiness Assessment. Jill will also send electronically.
- The Team was divided into five smaller groups, identified by the five principles that are addressed in the Readiness Assessment. People selected which principle group they were most comfortable with. Those not in attendance were assigned.
 - Committed Leadership (Jill, Steph R., Tom, Maryrose)
 - Use of Evidence to Improve Policies, Programs and Services (Mark, Paul, Seyed)
 - Broad Engagement (Joe, Jim, Emily, Steph V.)
 - Systemic Institutional Improvement (Matt, Jen D., Maria, David Maxwell)
 - Equity (Kim O., Janice, Rialda, David Mathis)
- Groups should meet and determine strengths and weaknesses for their areas and plan to share with the group for discussion at the 3/3 meeting (bring 20 copies for the team). Group leaders were determined and will notify their members of meeting time(s) to complete strengths and

weaknesses. Groups can submit their strengths and weaknesses electronically ahead of time to Jill.

- Russ shared that there is no set standard for submission – some schools submit a narrative, some bullets, some a hybrid.

Miscellaneous

- Matt asked Maria, Stephanie and Mark to be present at the February 27 morning ATD Cohort announcement at the DREAM conference.
- Group will receive an updated 3/3 meeting invitation extending the time to 3 p.m.